

7-12 Community Relations

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Application for Use of the McLean Community Center

FROM: James H. McDonald Associate Deputy Director for Administration		EXTENSION 7 D 24 Hqs	NO. DDA 84-0028/21
		DATE 10 February 1984	STAT
TO: (Officer designation, room number, and building)	DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. Chief, New Building Planning Office 3-E 40 Hqs			1.: You are hereby authorized to execute the application for use of the McLean Community Center on behalf of this Agency to conduct a meeting of the Citizens Ad Hoc Traffic Advisory Committee.
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James H. McDonald

Att

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McLean Community Center

1236 Ingleside Avenue McLean, Virginia 22101 Phone: 790-9248

Present Date: 13 Feb. 1984Sponsor or Organization: Central Intelligence Agency Representative: _____Title: CHF, New Building Project Address: Washington, D.C. Zip: 20505 STAT

Home Phone: _____ Office Phone: _____ Name & Phone: _____

Room(s) requested - please circle: Swinson Maffitt Community Hall Kitchen TheatreBooking hours: _____ to _____ Event hours: 1830 to 2230 Max. number expected: 20Date: 21 Feb. Dates (monthly meetings - list for year): _____Type of Activity: Meeting Private: Public: _____

All public activities will be included in Calendar of Events published in local newspapers)

Equipment needed (include tables, chairs, piano, etc.): Tables & ChairsRequest equipment set up: No If "Yes" attach plan of set up.Admission or fees will be charged: No How much? _____ Proceeds used for: _____Food, beverages will be served: No Alcohol will be served: _____ Stove, dishwasher used? _____Decorations other than table? None Request room be secured until representative arrives: _____

NOTE: Theatre will be opened only for representative signing contract)

Stage technician will be required: _____ Will provide own stage technician: _____

The undersigned certifies that he/she is familiar with the Community Center policies and regulations as stated on accompanying pages of this application, and that these shall be enforced as well as honored by the using group. The applicant further agrees to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others and for any injury or damage to Center personnel or property in connection with use of Center facilities, and further agrees to indemnify and save the Governing Board and Center STAT armless in the event of any injury or damage and to reimburse the Center for any damage. The undersigned understands that smoking is not allowed in the Center and agrees to enforce this rule.

PERMITS ARE NOT TRANSFERABLE)

Signature of Representative

All fees will be paid prior to use of Community Center facilities. Checks are to be made payable to COUNTY OF FAIRFAX. If there is a charge for the use of the Center, one-half of this fee is due at the time of booking and the balance no later than 5 business days prior to event.

OFFICE USE ONLY

Date application received: _____ Application approved: _____ Not approved: _____

Fees: \$ _____ Refreshment fees: \$ _____ Total: \$ _____ Security deposit: \$ _____

Received with contract: \$ _____ Balance due: \$ _____ To be paid by: _____

Room(s) assigned: _____

Comments: _____

REASON FOR FEE CHARGE: _____

SET UP ATTACHED: _____

LOCAL PUBLIC: LOCAL PRIVATE Approved by: _____

NON-LOCAL PUBLIC: Approved For Release 2009/06/15 : CIA-RDP89-00244R000701530020-9 Date: _____

GENERAL POLICIES ON BOOKING:

1. No private individual or group may rent Center facilities to conduct a commercial enterprise.
2. "Down" time will be flexible and will be determined by the Center.
3. Any group receiving discounted use of Center facilities will receive allocations of all resources (space, time, and equipment) at the discretion of the Center.
4. Multi-day events will be booked at the discretion of the Center.
5. Use of all Center facilities for a single event will be at the discretion of the Center.
6. The Center co-sponsoring an event will be in accord with Center program goals and at the discretion of the Center.
7. Acceptance of regular yearly bookings will be open once a year at a time announced in the Quidnunc and at least one other local publication. If groups with the same priority request the same or overlapping Center resources, and agreement cannot be reached among the parties to adjust such requests, a drawing will be held to determine priority.
8. Regular yearly meetings of any organization will be scheduled no more frequently than an average of once a month. Requests for more frequent meetings will be approved by the Governing Board. (This responsibility may be delegated by the Board to a committee of the Board.)
9. Waiver or reduction of fees will be considered by the Governing Board annually in those instances where organizations have given monetary gifts of \$500 or more to the Center. Private firms and individuals will not be given this consideration due to the tax deductible nature of their gifts. Waiver or reduction of fees may also be considered by the Governing Board for other circumstances including hardship or in-kind contributions.
10. Only one discount category may be applied to a booking contract.
11. There will be a 15 minute break between bookings not requiring set-up; and at least 30 minutes if a set-up is required. More time will be allotted at the discretion of the Center.
12. Space will not be rented to individuals/organizations in order to conduct activities directly in competition with Center sponsored activities (e.g., a class program or antique show.)
13. Specific times will be allocated by the Center to artistic recitals, and such recitals will not be booked outside these times.

14. No booking will be accepted from an individual or group with an outstanding debt to the Center, nor will any standing bookings be honored until the debt has been paid.
15. The burden of proof as to eligibility for fee discounts and booking priorities will rest with the group/individual booking. Such evidence as may be presented will not be required more than once a year except under very extraordinary circumstances.
16. A security deposit will be required on all bookings where alcoholic beverages are to be served and on all bookings to private individuals. A security deposit may also be required of non-local groups. A security deposit will be required on all theatre rentals except for rentals by those organizations granted resident status by the Center's Governing Board.
17. A local group shall be defined as any organization with a charter, bylaws and officers, and whose membership is at least 50% resident in Dranesville Small Tax District #1.
18. A local business is any business whose Fairfax County license has an address of record within Dranesville Small Tax District #1.
19. A local individual is any individual whose address of record is within Dranesville Small Tax District #1.
20. For any event at which a rental fee is to be charged, one-half of that fee will be due at the time the booking is accepted. (If the total charge is \$30.00 or less the full fee must be paid to book.) The remainder of the fee, if any, must be paid no later than one week prior to the event.
21. A cancellation charge equal to the booking deposit (1/2 the charges for the event) will be charged if a cancellation is made less than two (2) weeks (14 days) prior to an event. If cancellation is less than one (1) week prior to an event the full fee will be charged. Regardless of the group's booking category the minimum fee charged for a cancellation less than one week prior to an event will be \$10 for Swinson and Maffitt, \$25 for the Community Hall, and \$50 for the Theatre; less than 48 hours it will be \$15,\$30,\$60; for a "no-show" the minimum charge will be \$20,\$50,\$100. Consideration may be given to extraordinary circumstances in administering this policy.
22. A booking charge equal to the charge for one hour's rental will be assessed non-local bookings that are cancelled at the request of the party booking, regardless of when the cancellation is effected.
23. All security deposits, and any booking fee tendered less than two weeks prior to booking, will be accepted only in the form of a certified or cashiers cheque.

MCLEAN COMMUNITY CENTER

FEE SCHEDULE

	SWINSON & KITCHEN (26) (2 hour minimum)	MAFFITT ROOM (55) (2 hour minimum)	COMMUNITY HALL (172) (2 hour minimum)	THEATRE (300) (3 hour minimum)
<u>NON-LOCAL USE RATE</u>	\$20/hr.	\$30/hr.	\$75/hr.	\$125/hr.
<u>NON TIME OFF</u>	\$5/hr. (75% off)	\$7.50/hr. (75% off)	\$37.50/hr. (50% off)	\$62.50/hr. (50% off)
<u>NON-FUND RAISING</u>	(1 hour minimum)	(1 hour minimum)	(1 hour minimum)	(2 hour minimum)
PUBLIC:	No Charge	No Charge	No charge	No Charge
PRIVATE:	\$3.75/hr.	\$7.50/hr.	\$12.50/hr.	\$20.00/hr.
CHURCH:	\$5.00/day	\$10.00/day	\$20.00/day	\$20.00/day
<u>NON RAISING</u>				
PUBLIC:	\$5.00/day	\$10.00/day	\$20.00/day	\$20.00/day
PRIVATE:	\$5.00/hr.	\$10.00/hr.	\$15.00/hr.	\$20.00/hr.
<u>NON-REFUNDABLE DEPOSIT*</u>	\$25.00	\$50.00	\$250.00	\$350.00

ADDITIONAL FEES

Set-Up for Non-local: 75¢ per table, 25¢ per chair

Resident Groups: \$40.00/performance day

Resident Groups receptions: Free

Overtime: \$10 for first fifteen minutes, \$20 for second 15 minutes, \$30 for third 15 minutes, \$40 for fourth 15 minutes and each quarter hour thereafter charged to all regardless of booking category. Overtime is to be charged at the Center's closing or when overtime use conflicts with another activity. If possible, additional time may be granted a user.